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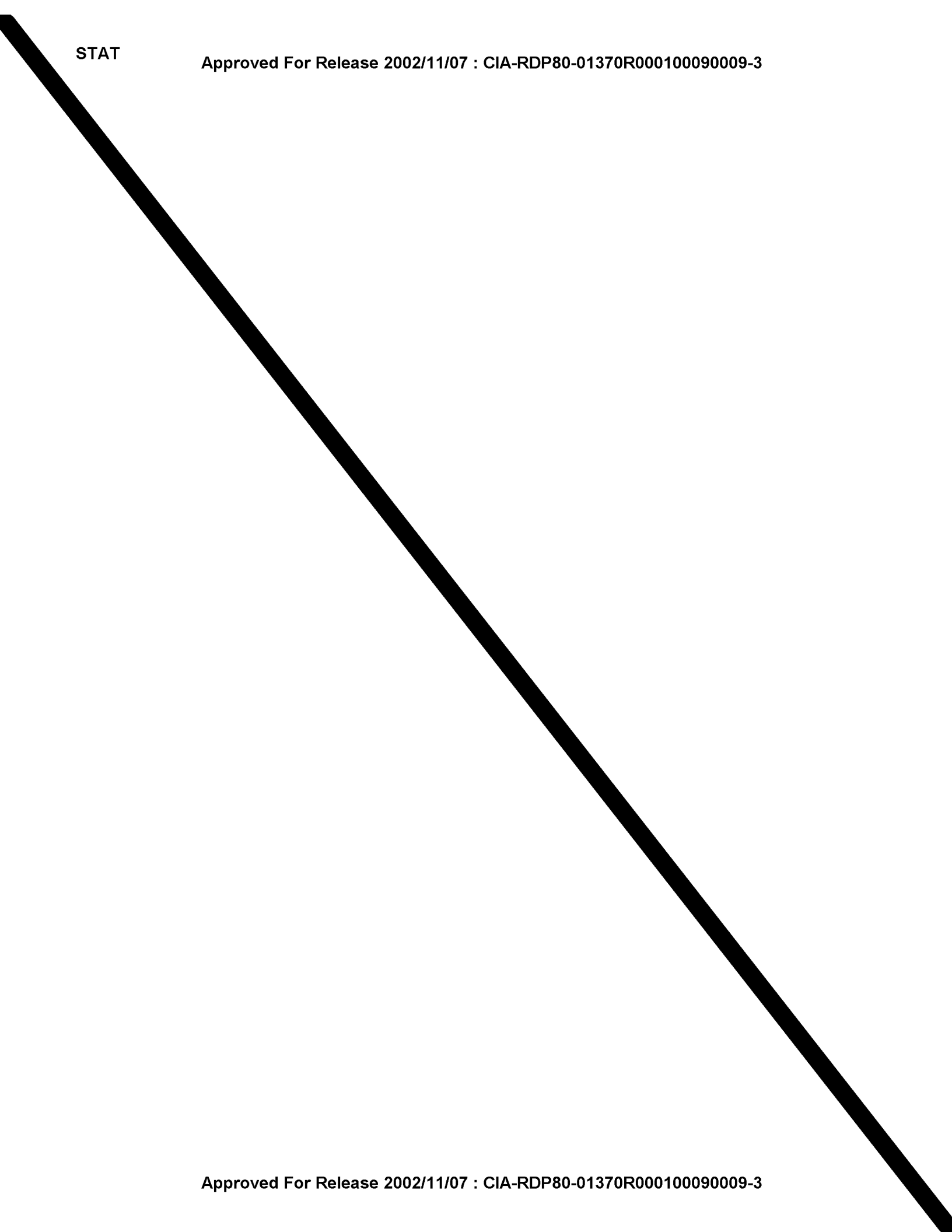

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UNITED STATES GENERAL ACCOUNTING OFFICE
WASHINGTON 25, D. C.

CIVIL ACCOUNTING AND
AUDITING DIVISION

JUN 3 1960

STATINTL

[redacted]
Deputy Comptroller
Central Intelligence Agency

STATINTL

Subject: Request for Approval of
Proposed Form 540b, Domestic Travel

Dear [redacted]

Reference is made to your letter of May 17, 1960, requesting approval of the captioned form to serve the combined purposes of an authorization for performance of official travel, approval for an advance of funds in connection therewith, receipt for advance of funds, and travel voucher for claiming reimbursement. You state that the proposed form will be used in lieu of three separate forms now required and, at the same time, provides all essential detail called for on SF 1012.

The proposed form, along with the explanations contained in your letter, has been reviewed by this office. Based thereon, we are in agreement with your Agency's view that use of the proposed form should result in simplifying and reducing procedural detail and related clerical requirements without substantive diminution of essential control. Your agency is to be commended for taking this constructive step toward procedural integration.

Approval is granted to employ the proposed Form 540b for the multipurpose use indicated above. In the meantime, for your information, we have been informed that our Accounting and Auditing Policy Staff is considering the desirability of making such a combined form available for alternative use by other agencies as a standard form.

Upon receipt of the approved forms from the printer, it is requested that four sets thereof be forwarded to the Director, Accounting and Auditing Staff, United States General Accounting Office, Washington 25, D. C.

Sincerely yours,

A. T. Samuelson

A. T. Samuelson
Director

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8 June 60
1 cy. + Proposed Form
to TAS - to take action

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1 cy. [redacted] DD/S

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Note: Mr. [redacted] has assumed responsibility for forwarding forms to GAO.

Document No. _____
Review of this document by CIA has determined that
☑ CIA has no objection to declass
☐ It contains information of CIA interest that must remain classified at TS S C
Authority: HR 70-2
☐ It contains nothing of CIA interest
Date 26-5-81 Reviewer [redacted]

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